

# Vital Records: Sutton's Law

- Everything is or will be in SharePoint

[Preliminary Inventory](#)  
[Site Pages](#)  
[Tasks](#)

**Best Practices**

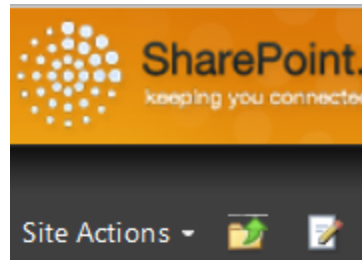
1. Communications (Correspondence, Meetings, and Presentations)
2. Databases
3. Digitized Media
4. Document Management Systems
5. Infrastructure
6. Records from customized Applications (COTS)
7. Social Media

**RMS@Work:**  
[Articles, Audio-Visual Presentations, and Glossary](#)

**Discussions**  
[Team Discussion](#)



# Practice 1: Communications



## Best Practices

1. Communications  
(Correspondence, Meetings, and Presentations)
2. Databases
3. Digitized Media
4. Document Management Systems
5. Infrastructure
6. Records from customized Applications (COTS)
7. Social Media



# Practice 2: Databases



- **Desktop**
- **COTS**
- **Enterprise**

# Practice 3: Digitized Media

Project No. 06  
Book No. 2013

Title Genotyping Greg Emmerich's Resume


From Page No. X

**Purpose:** To forge a career path blending creativity with science. Striving to excel at the transfer of ideas into products, recognizing the importance of effectively communicating ideas.

**Methods:** phone - [REDACTED]  
email - [REDACTED]  
address - [REDACTED] Madison WI 53703

**Data/Results:**

DNA Sample 01



6/7/13

**Experience**

*Manufacturing Technician - Hellogic - June '10 to present*  
DNA synthesis & purification, Enzyme fermentation & purification, Mentored 9 new employees, Travelled to San Diego twice helping to validate new enzyme production and train employees. Applied lean manufacturing. Created corrective action plans on deviations

*Marketing Intern - Platypus Tech - Jan '10 to June '10*  
Updated website, chart competitors & customers, graphic design

*Mastered Researcher - Carrio Lab - Sep. '08 to May '10*  
Assisted with research on the microbial symbionts of fungus-growing ants from Panama and Central America

**Education**

*M.S. Biotechnology - UW Madison - Sep. '11 to May '13*  
*B.S. Microbiology - UW Madison - Sep. '06 to May '10*




**Leadership**

*Captain - 3 years - Ultimate Frisbee*  
*VP Finance, Marketing Director - 1st ea. - Hooper Sr8*

**Self Publications**

*Demystifying Big Data: Skytree Brings Machine Learning to the Masses*  
*Probiotics, Political Reform, and Creative Design: Using Badges to Facilitate Innovation*

**Structural Links**

 [flavors.mcf/gemmerich](#)  [linkedin.com/in/gemmerich](#)  [gregemmerich.wordpress.com](#)

**Conclusion:** The results indicate that our DNA sample was homologous to previous resumes and shows great quality and integrity. The four genes of interest, EXP3, EDU2, LDR2, and S-PUB5, appear to be selectively advantageous towards the future survival of this species. More research may include an interview and exploration of personal references.

Witnessed & Understood by me, \_\_\_\_\_ Date \_\_\_\_\_

Invented by Greg Emmerich Date 6/7/13

Recorded by \_\_\_\_\_

To Page No. 1

## Laboratory Notebooks

- Experimental Procedures
- Standards
- Programmatic Items
- Administrative Items
  - Contracts
  - Invoices

# Practice 4: Document Management



## Comprehensive File Plan (CFP)

### Search:

**Full text search** of the entire Disposition Schedule

---

### Select from the Alphabetical List:

**A B C D E F G H I J K L M N O P Q R S T U V W  
X Y Z**

---

### Select from the Disposition Plan:

Home

- ADMINISTRATIVE PROGRAM MANAGEMENT
- INTERNATIONAL RELATIONS MANAGEMENT
- OFFICE ADMINISTRATION
- OUTREACH MANAGEMENT
- POLICY DEVELOPMENT
- PRODUCT REGULATION
- RESEARCH PROGRAM ADMINISTRATION

As documents and records are created as part of daily business activity. This Disposition Schedule presents a framework of business activities performed.

In the disposition schedule you will find :

- **Function** - the broadest unit of business performed by
- **Activity** - major processes or groups of tasks undertaken within each **Function**
- **Sub Activity Descriptor** - subprocesses or groups of tasks within each activity **Function / Activity**
- **Case file** - classes of documents/records with the same disposition policies

For each term, the disposition schedule shows:

- **Scope Notes** - notes that provide guidance on the use of a term
- **Broader Terms** - terms at a higher level
- **Narrower Terms** - terms at a lower level

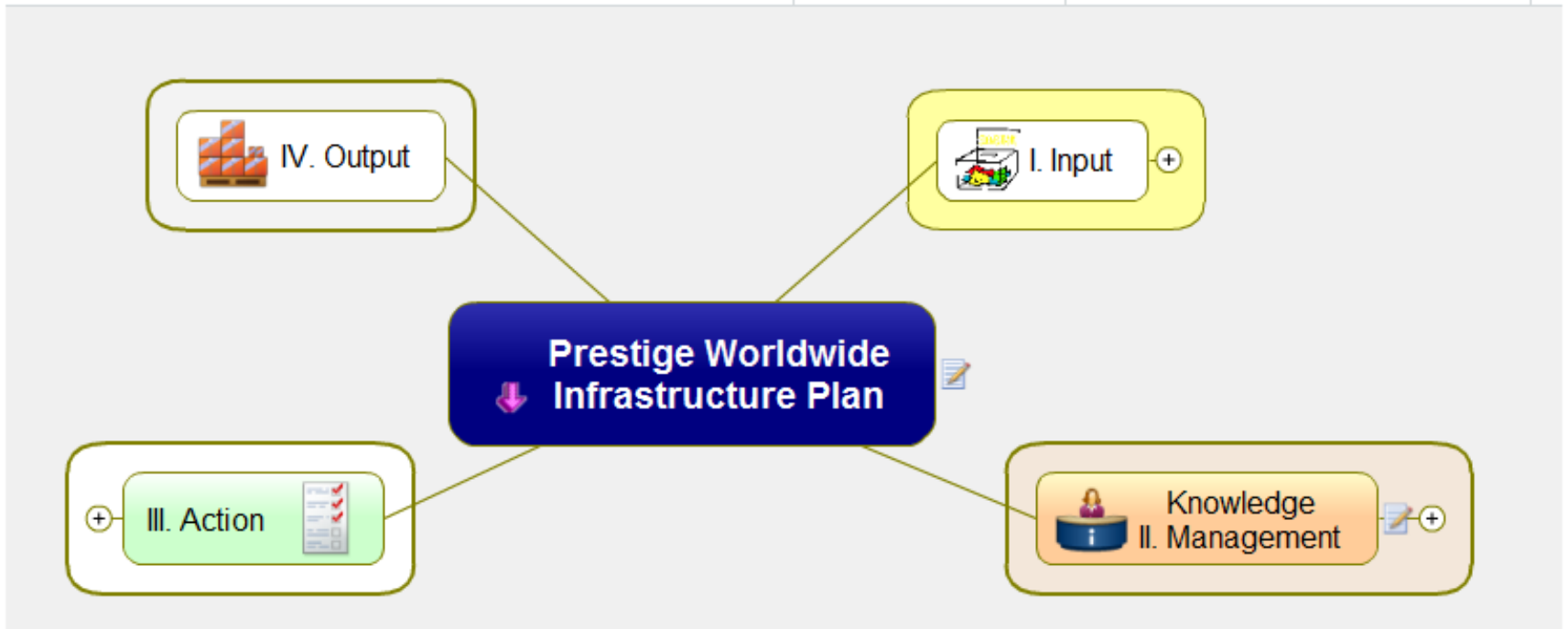
For each Case File, the schedule shows:

- **See also** - "See also" link to another **Case File**
- **Dates of Coverage** - Period of validity for the **Case File**
- **Disposition Rule** - rules relating to the retention of records within the **Case File**



Online Disposition Schedule generated on 24 Apr 2015 by a.k.a.® Software from Synercon Management Consulting Pty Ltd

# Practice 5: Infrastructure



<https://www.mapsforthat.com/viewmap.php?m=4019>

# Practice 6: COTS Applications

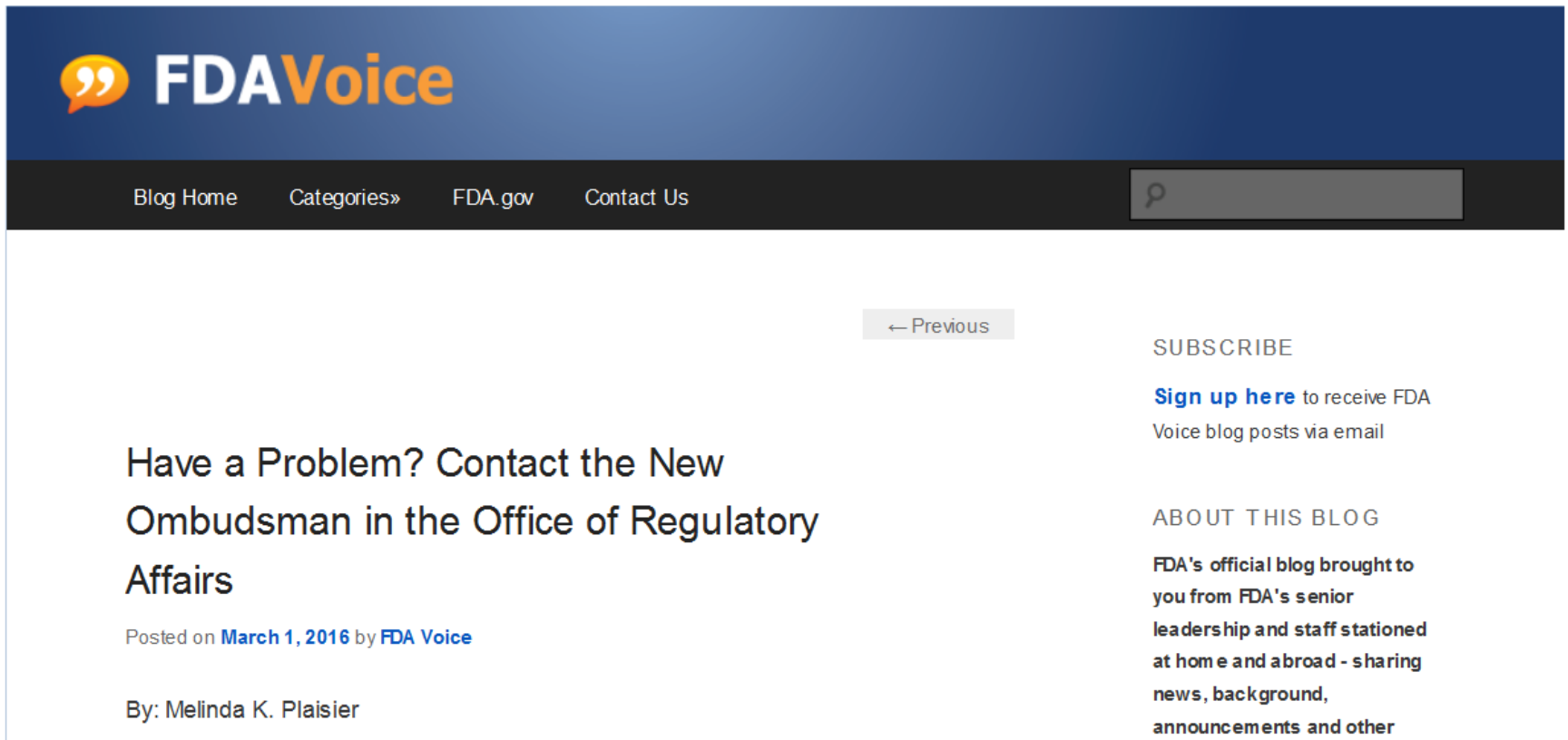


- Change Off The Shelf (COTS);
- Office Automation – obsolete term;
- Tools;
- Insert information governance through the change control structure

Screen clipping taken: 3/6/2016 12:13 PM

<http://strategybeach.com/our-agile-development-methodology/>

# Practice 7: Social Media



The screenshot shows the top portion of a blog post on the FDA Voice website. The header features the FDA Voice logo (a speech bubble with two orange quotation marks) and the text 'FDA Voice' in white and orange. Below the logo is a navigation bar with links for 'Blog Home', 'Categories»', 'FDA.gov', and 'Contact Us'. A search bar is located on the right side of the navigation bar. The main content area has a light blue background. On the left, the article title 'Have a Problem? Contact the New Ombudsman in the Office of Regulatory Affairs' is displayed in a large, dark font. Below the title, it says 'Posted on March 1, 2016 by FDA Voice' and 'By: Melinda K. Plaisier'. On the right side, there is a 'SUBSCRIBE' section with a link to 'Sign up here' to receive FDA Voice blog posts via email. Below that is an 'ABOUT THIS BLOG' section with a short description of the blog's content.

**FDA Voice**

[Blog Home](#) [Categories»](#) [FDA.gov](#) [Contact Us](#)

← Previous

## Have a Problem? Contact the New Ombudsman in the Office of Regulatory Affairs

Posted on **March 1, 2016** by **FDA Voice**

By: Melinda K. Plaisier

**SUBSCRIBE**

[Sign up here](#) to receive FDA Voice blog posts via email

**ABOUT THIS BLOG**

FDA's official blog brought to you from FDA's senior leadership and staff stationed at home and abroad - sharing news, background, announcements and other

Have a Problem? Contact the New Ombudsman in the Office of Regulatory Affairs | FDA Voice  
<http://blogs.fda.gov/fdavoiced/index.php/2016/03/have-a-problem-contact-the-new-ombudsman-in-the-office-of-regulatory-affairs/>  
Screen clipping taken: 3/6/2016 12:18 PM



# Vital Records: Epilog

- Follow ARMA-MidAtlantic Region's proposed virtual chapter's [Blog](http://arma-mar-wvchapt.blogspot.com/)  
<<http://arma-mar-wvchapt.blogspot.com/>> Twitter: @albertminnick

## Proposed West Virginia Chapter of ARMA International.org

Monday, February 29, 2016

### eDiscovery

Suggested Website(s), Blog(s), or Tweeter(s) to follow using web-based resources:

<http://legalholdblog.com>



Aaron Taylor @AThou

Magistrate Judge Applies Newly Amended Rule 37(e), Addresses Threshold Question of Whether

A... - [eepurl.com/bOk2cP](http://eepurl.com/bOk2cP)

3h ago Reply

Retweet

Like

### About Me

 West Virginia Chapter of ARMA  
International (WVC-ARMA)

[View my complete profile](#)



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▼ February (1)

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Blog\(s\), or Tweet...](#)

► January (4)

► 2015 (4)

